

**COMMISSIONERS:**

REED BOYD, PRESIDENT  
TOM DODDS, VICE PRESIDENT  
DENNIS WRIGHT, TREASURER  
JUDY CANION, ASSISTANT TREASURER  
TOM QUIRK, SECRETARY

**TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 5:  
BOARD MEETING MINUTES, FEBRUARY 13, 2025**

**CALL TO ORDER AND ESTABLISH A QUORUM:** the meeting was called to order at 6:30 p.m. by Commissioner Boyd.

- A. **COMMISSIONERS PRESENT:** All
- B. **COMMISSIONERS ABSENT:** None
- C. **MFD MANAGEMENT:** Nathan Mendenhall
- D. **VISITORS:** Kyle Hanson, Dylan Lopez and Romeo Navarro

**2. MINUTES FROM JANUARY 9, 2025, BOARD MEETING MINUTES WERE APPROVED**

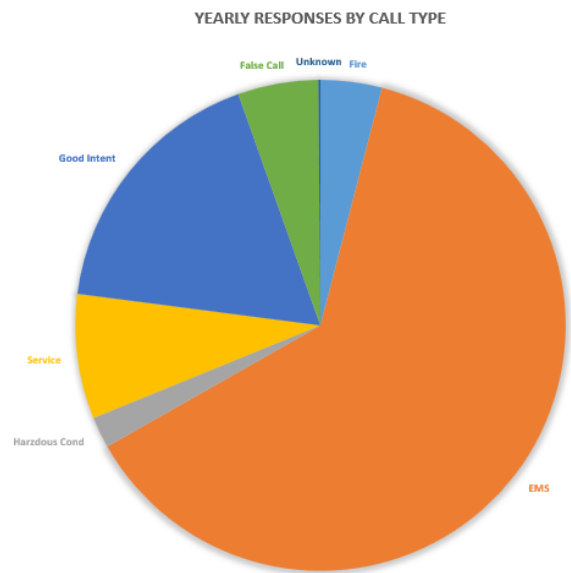
**PUBLIC COMMENTS:** NONE.

**3. ESD TREASURER’S REPORT:** Balanced accounting and financial reports were presented by Commissioner Wright. The Treasurer’s Report was approved by the members of the board by a voice vote.

**4. MONTHLY OPERATIONS REPORT:**

**JANUARY 2025 MONTHLY REPORT**

| ACTIVITY:      | MONTH      | YTD        |
|----------------|------------|------------|
| FIRE           | 19         | 19         |
| EMS            | 82         | 82         |
| HAZARDOUS COND | 5          | 5          |
| SERVICE        | 7          | 7          |
| GOOD INTENT    | 23         | 23         |
| FALSE CALL     | 5          | 5          |
| OTHER          |            |            |
| <b>TOTAL</b>   | <b>141</b> | <b>141</b> |



AUTO AID RECEIVED BY AFD 38

AUTO AID GIVEN TO AFD 60

## **APPARATUS/EQUIPMENT/PROJECTS**

- E501 – RETURNED TO SERVICE
- E501 – ADDED HAAS ALERT WARNING SYSTEM TO APPARATUS TO ALERT NEAR BY TRAFFIC OF EMERGENCY VEHICLE APPROACHING OR NEAR BY.
- PPE -ANOTHER SET OF GEAR BY A DIFFERENT MANUFACTURER BEING PURCHASED FOR WEAR TEST
- ANNUAL HYDRANT INSPECTION AND FLOW TEST CONTINUE
- E511 – TAKEN OUT OF SERVICE AND WENT TO OHIO
- TRAFFIC PRE-EMPTION REPAIR PROJECT – ALL INTERSECTIONS (EXCEPT MANCHACA/1626) AND FIRE STATION WARNING LIGHTS HAVE BEEN REPAIRED
- SQUAD 501 RESPONSES –
  - 36 RESPONSES SINCE PUTTING IT IN SERVICE / 3 RESPONSES AT THE SAME TIME THE ENGINE WAS ASSIGNED TO ANOTHER INCIDENT
  - CURRENT STAFFING DOES NOT ALLOW FOR SQUAD TO BE FULLY STAFFED HOWEVER WE CAN UTILIZE OVERTIME STAFFING TO ALWAYS HAVE THE SQUAD IN SERVICE UNTIL STAFFING LEVELS EQUALIZE WITH NEW PERSONNEL AND MEDICAL LEAVE EMPLOYEE RETURNS

## **ADMINISTRATION**

- FINANCIAL STATEMENTS/BUDGETS/REPORTS UPDATED BY ACCOUNTANT
- TCFP BI-ANNUAL AUDIT/INSPECTION - POLICIES/PROCEDURES REVIEWED AND RECOMMENDATIONS MADE FOR ADDITIONAL RECORD KEEPING ON 2<sup>ND</sup> CLEANING OF PPE AND DATE OF ISSUANCE
- WEBSITE UPDATES INCLUDING MEETING AGENDAS AND MINUTES AND AUDIT POSTED
- WORKED A PLAN WITH FRONTLINE MOBILE HEALTH TO HAVE ALL PERSONNEL FULL BODY SCANNED FOR CANCERS, DISEASES, ETC NOT NORMALLY FOUND DURING ANNUAL HEALTH EVALUATION
- WORKING ON 2024 ANNUAL REPORT

## **COMMUNITY DEVELOPMENTS/EVENTS**

- HOSTED GIRL SCOUT AND AUXILIARY MEETING
- DELAYING FURTHER HOSTING EVENTS UNTIL RENOVATION ARE DONE

## **PERSONNEL**

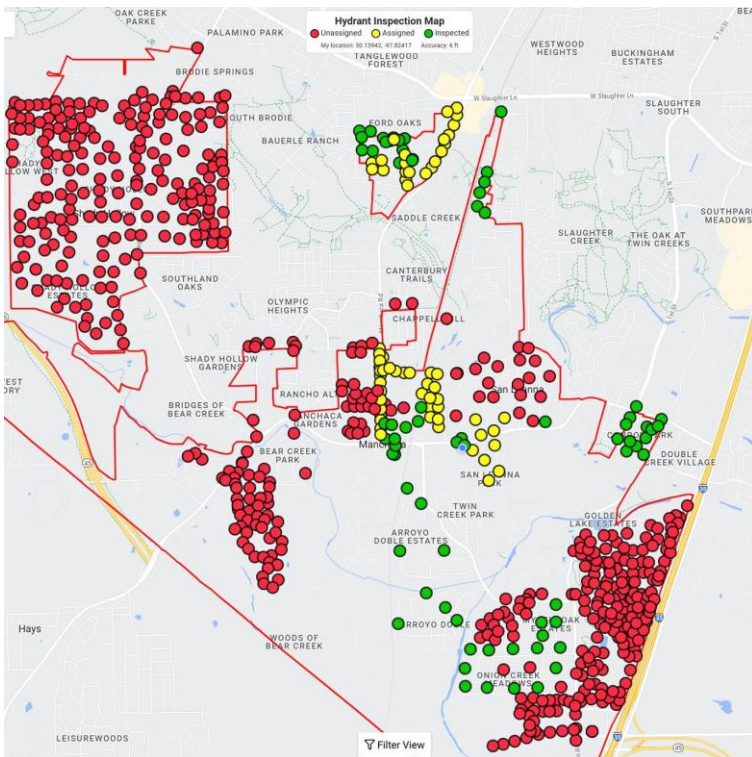
- POSITION OFFERS MADE TO TWO PERSONNEL AND BOTH HAVE ACCEPTED
- ONE PERSONNEL STILL OUT ON MEDICAL LEAVE – EXPECTED TO RETURN IN MARCH
- EZRA FULL BODY SCAN BEING SCHEDULED PRIOR TO OUR FRONTLINE HEALTH EVALUATIONS IN MARCH
- PERSONNEL ATTENDED WEST SIDE 5 ON MID-RISE OPERATIONS
- SPRING SEMESTER CE DIRECTIVE HAS BEEN ISSUED

## STATION/LAND

- STATION 501 – NEW FIRE ALARM SYSTEM INSTALLATION COMPLETE
  - RENOVATIONS SCHEDULED TO BEGIN THE WEEK OF FEBRUARY 10
- STATION 502 –
  - MARBRIDGE -- GETTING APPRAISAL COMPLETED IN JANUARY
  - TRAVIS SOUTH -- HAS APPROX. 2 ACRES ABLE TO BE BUILT ON WITHOUT ALTERING THE FLOOD PLANE
  - URBAN'S -- WORKING WITH DEVELOPER ON POSSIBLE DEVELOPMENT LAYOUT

## COMMUNITY RISK REDUCTION:

- MAKING GOOD PROGRESS ON HYDRANT INSPECTIONS AND FLOW TESTING (GREEN HYDRANTS HAVE BEEN INSPECTED AND/OR FLOW TESTED); YELLOW ONES ARE ASSIGNED AND IN PROGRESS FOR FEBRUARY; RED ONES ARE REMAINING BUT MANY SOUTH OF FM 1626 HAVE BEEN INSTALLED IN THE LAST 2 YEARS AND ARE NEW.





- PLANNING AND COORDINATING WITH AMERICAN RED CROSS ON A SMOKE ALARM INSTALL EVENT ON APRIL 5<sup>TH</sup>. THE GOAL IS TO INSTALL 500-1000 SMOKE ALARMS IN THE LOWER INCOME AREAS OF OUR DISTRICT. THIS WILL BE A MASSIVE EVENT WITH OVER 100 VOLUNTEERS. THIS WILL BE A DOOR-TO-DOOR EVENT IN THE COMMUNITIES OF THE FOREST OAKS VILLAGE MANUFACTURED HOME COMMUNITY, AREAS EAST AND WEST OF TWIN CREEKS DRIVE NEAR SCISSORTAIL AND SPARKLE, AND THE ARROYO DOBLE COMMUNITY IF TIME ALLOWS.

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- PERFORMED PREPLANS AND LIFE SAFETY INSPECTIONS AT FOUR PLACES OF ASSEMBLY / A-3 CHURCHES AND ONE CHANGE OF USE:  
STRUCTURE AT 2116 LYNNBROOK CONVERTED FROM SUSY'S DAYCARE TO SOUTHWEST CHRISTIAN CHURCH OFFICES

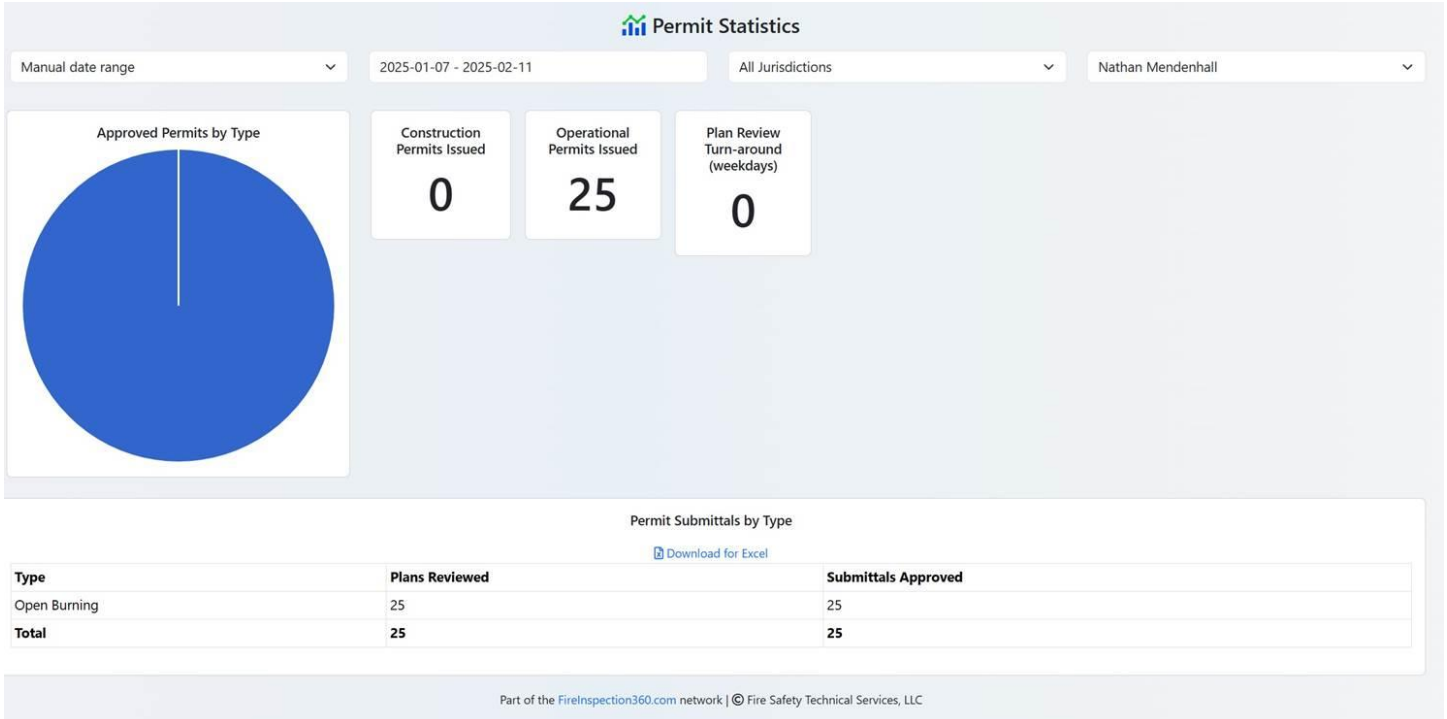


- KINGDOM HALL ON MANCHACA RD (WORKING WITH THE CHURCH TO GET EXTERIOR POWER SHUNT. CURRENTLY THERE IS NO WAY TO SHUT OFF BUILDING POWER EXCEPT BY PULLING THE METER.)
- THE POINT COMMUNITY CHURCH – IT WAS DISCOVERED THE CHURCH UNLAWFULLY BUILT THREE ROOMS INSIDE THE MAIN BUILDING AND THERE IS NO SPRINKLER COVERAGE. THE SPRINKLER SYSTEM IS CURRENTLY TAGGED AS DEFICIENT AND WAS REPORTED TO THE COUNTY FIRE MARSHAL'S OFFICE IN

SEPT 2024 BY THE SPRINKLER CONTRACTOR AND NO ACTION TAKEN BY THE TCFMO UNTIL I BROUGHT IT TO THEIR ATTENTION.

- SOUTHWEST CHRISTIAN CHURCH AT 10500 OLD MANCHACA RD: FIRE LANES ARE NOT MARKED CORRECTLY AND CURRENTLY UNENFORCEABLE. WORKING WITH THEM ON TIMELINE TO GET RESTRIPED.
- ST. JOHNS PRESBYTERIAN – RENTING THEIR OFFICES TO HABITAT FOR HUMANITY HOWEVER THE CHURCH HAS DECIDED TO SHUT DOWN EFFECTIVE MARCH 2025;
- HABITAT FOR HUMANITY AND THE CHURCH WILL BE MOVING OUT; WILL NEED TO COORDINATE WITH NEW OWNERS/TENANTS ON FIXING MINOR ITEMS.

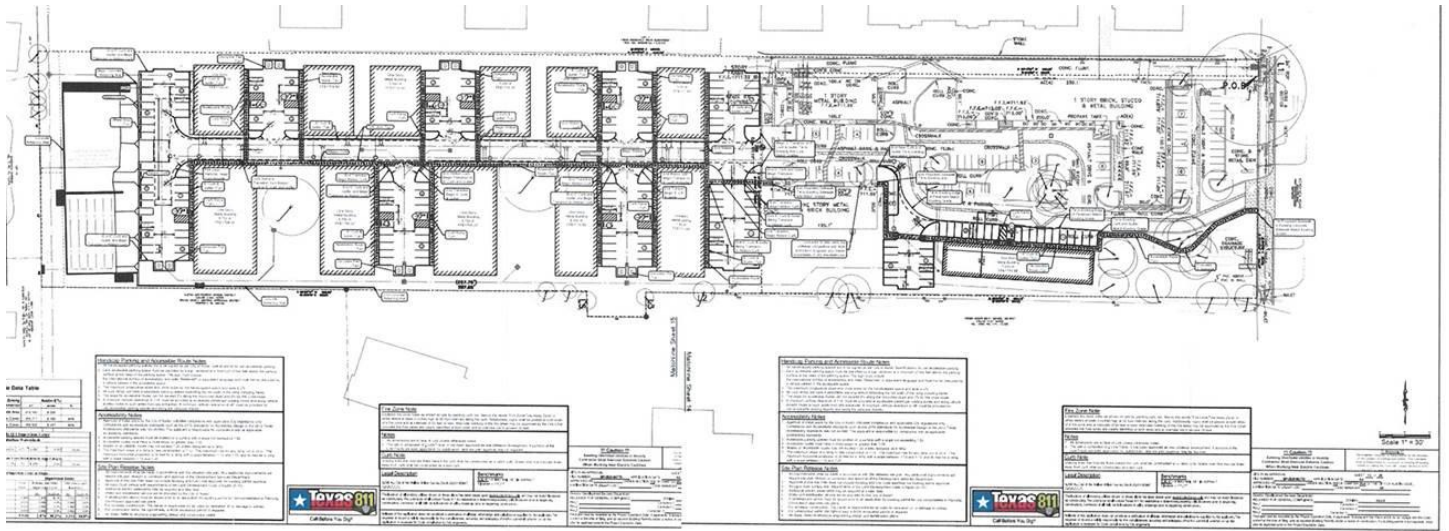
- **PROCESSED AND ISSUED 25 OUTDOOR BURN PERMITS BETWEEN 1/7/2025 AND 2/11/2025:**



- DESIGNED SOCIAL MEDIA CONTENT FOR HEATER SAFETY;
- PLANNING/COORDINATION ON EVACUATION SITES FOR WILDFIRE AND OTHER HAZMAT EMERGENCIES. THESE ARE CALLED TEMPORARY ASSEMBLY POINTS. MANCHACA UNITED METHODIST CHURCH AND HAYS HILLS BAPTIST CHURCH HAVE AGREED TO BE DESIGNATED SITES.
- WORKING WITH TRAVIS COUNTY AND 911 ADDRESSING ON RESIDENTIAL ADDRESSING ISSUES FOR RESIDENTS ON DOUBLE ELM DR. THESE ADDRESSES WILL BE CHANGED TO BETHEL CHURCH RD. SEVERAL ADDRESSES ON BETHEL CHURCH RD NEED TO BE FIXED TO PREVENT EMERGENCY RESPONSE DELAYS.

**NEW DEVELOPMENTS:**

**12110 MANCHACA RD WILL BE ENLARGING AND ADDING ADDITIONAL BUILDINGS AND LEASE SPACE, MAINLY ON THE WESTERN HALF BEHIND CURRENT BUILDINGS:**

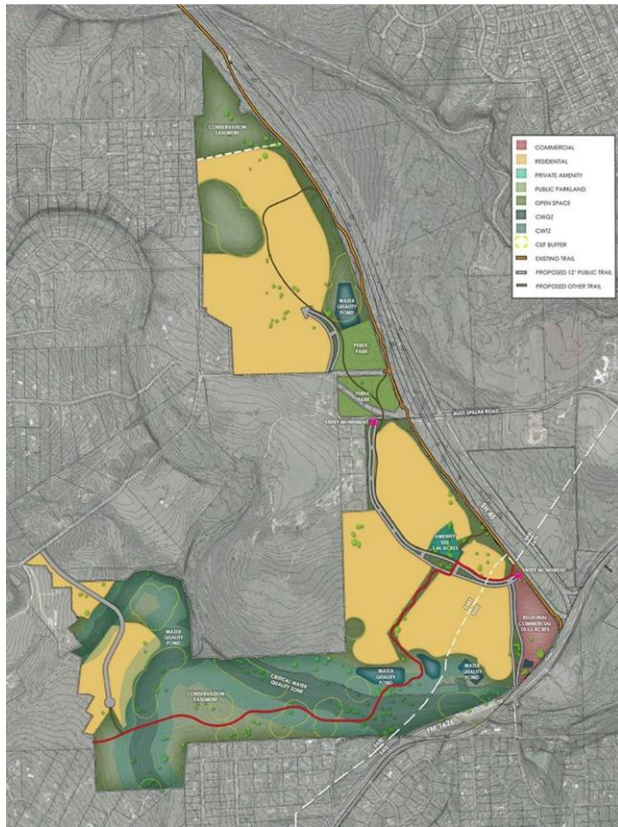


**HAYS COMMONS DEVELOPMENT ON BLISS SPILLAR:**

THIS IS A MASSIVE MILESTONE DEVELOPMENT PROJECT WITH 498 ACRES OF MIXED-USE, INCLUDING 2200 HOMES, CROSSING THE TRAVIS/HAYS COUNTY LINE.

DEVELOPER IS THREATENING TO LEAVE THE ETJ IF CITY DOES NOT AGREE TO THEIR REQUESTS...THIS WILL PUT THE NORTHERN HALF INTO ESD 5:

WEBSITE: [HTTPS://HAYSCOMMONSENSE.COM/](https://hayscommonsense.com/)



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- **PREPARING FIRE CODE AND AMENDMENTS FOR ADOPTION WITH ASSISTANCE FROM DOUG YOUNG  
ATTENDED TEEX LEADERSHIP CONFERENCE IN FRISCO AND ONE DAY AT SAFED CONFERENCE IN ROUND  
ROCK**

**5. DISCUSSION AND POSSIBLE ACTION ON STATION 502 LAND PURCHASE OR LEASE AGREEMENT**  
Discussion but no action taken

**6. DISCUSSION AND POSSIBLE ACTION ON SOCIAL SECURITY ADMINISTRATION WITHHOLDING**  
Discussion but no action taken

**7. SET AGENDA ITEMS AND DATE FOR MARCH 13, 2025 MEETING.**

**8. ADJOURNMENT:** There being no further business, the meeting was adjourned at 7:07 p.m.

SUBMITTED BY:

APPROVED:

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TOM QUIRK, TCESD #5, SECRETARY

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REED BOYD, TCESD #5, PRESIDENT